



Faculty Athletics Representative Manual

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General Information

MANUAL INTENT & USE

The intent of this manual is to provide a comprehensive resource for Faculty Athletics Representatives to assist in job duties. This manual will be updated annually, during the summer, to reflect any changes to legislation or policies from the preceding academic year.

NAIA HISTORY

The National Association of Intercollegiate Athletics (NAIA) is a completely autonomous association currently administering programs of intercollegiate athletics for approximately 250 fully accredited colleges and universities of moderate enrollment. The fundamental tenet of the NAIA is that intercollegiate athletics is an integral part of the total educational program of the institution. This belief is strongly reflected in the governing documents, activities and organizational structure of the Association.

Established in 1940 as the National Association of Intercollegiate Basketball (NAIB), the Association expanded to include other programs in 1952. The NAIA became the first intercollegiate sports governing body to provide championship opportunities for both men and women when the women's program was established on August 1, 1980. (Additional information relative to the history of the NAIA can be found in the NAIA Official and Policy Handbook.)

In 2017, the NAIA offers 25 championships for the more than 65,000 student-athletes who participate at its member institutions. The NAIA has a membership of more than 250 colleges and universities and 21 conferences. Those 250 member schools have awarded more than \$600 million in scholarships to student-athletes.

STATEMENT OF PHILOSOPHY

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa.

To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association.

- I. The student, as the central focus of intercollegiate athletics, shall:
 - a. accept the responsibility to become an effective, contributing member of society;
 - b. perform as a positive role model on the campus and in the wider community;
 - c. fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and

General Information (continued)

d. maintain eligibility for participation in every athletic contest.

II. The member institution shall:

- a. ensure that intercollegiate athletics is an integral part of the total educational offering;
- b. encourage the broadest possible student involvement in the athletics program;
- c. maintain high ethical standards through commitment to the principle of self-reporting;
- d. subscribe to the democratic principles of one school, one vote, and the privilege of any member to initiate legislation through an appropriate conference, committee, association or council;
- e. evaluate the athletics program in terms of the educational purpose of the institution;
- f. engage in competition with other institutions having similar athletics philosophies and policies; and
- g. promote gender equity.

III. The Association shall:

- a. assist the membership in the development of programs of intercollegiate athletics consistent with the purpose of the Association;
- b. establish, through the membership, rules and standards for the conduct of intercollegiate athletics;
- c. respect institutional diversity and individuality as strengths;
- d. provide opportunities for postseason intercollegiate competition;
- e. provide national recognition for the membership and the Association;
- f. provide opportunities for the development of leadership for both men and women, especially people of color, at all levels of the Association;
- g. ensure fiscal accountability and responsibility; and
- h. conduct an advancement program, to include marketing, fund raising and membership development.

NAIA Strategic Plan Overview

The NAIA Exists to Advance Character-Driven Intercollegiate Athletics

The NAIA is guided by the following principles to advance character-driven intercollegiate athletics:

Principle No. 1: NAIA programs and competition have as their foundation and are conducted in a manner consistent with the five core tenets of Champions of Character: respect, responsibility, integrity, servant leadership and sportsmanship.

Principle No. 2: NAIA member institutions and the association as a whole share a dual commitment to high caliber competition and total student development for participating student-athletes.

Principle No. 3: NAIA chief executive officers and the NAIA Council of Presidents are guarantors of institutional integrity in intercollegiate athletics, effective leadership among affiliated conferences, and strength of purpose, accountability and fiscal responsibility in national program administration.

General Information (continued)

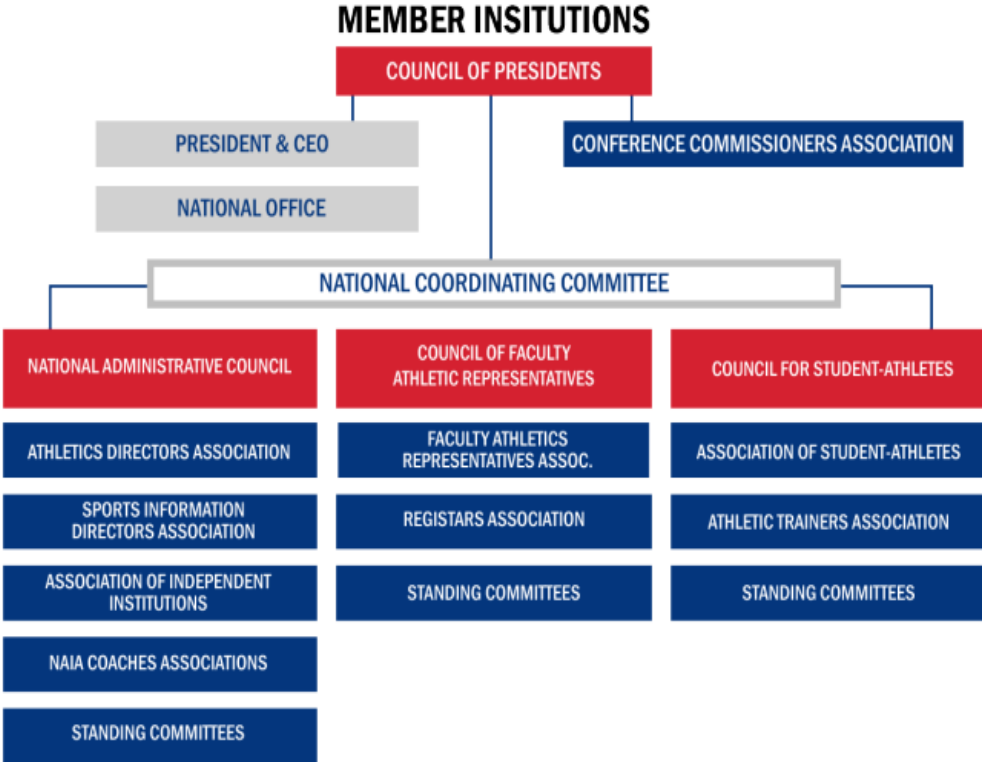
Principle No. 4: NAIA member institutions conduct their intercollegiate athletics programs within the regular framework of governance, planning, finance and academic oversight established for the institution as a whole.

Principle No. 5: NAIA member institutions make an affirmative commitment and are held accountable to established standards of quality and best practices in academics, eligibility, competition and character education for participating student-athletes.

Priority Strategy No. 1	Priority Strategy No. 2	Priority Strategy No. 3	Priority Strategy No. 4
NAIA member institutions will conduct their intercollegiate athletics programs with high integrity.	We will increase the level of engagement of all NAIA colleges in NAIA programs.	We will communicate outcomes and benefits of character-driven athletics for increased national and local publicity.	We will secure resources to increase the impact of character-driven athletics on society.
Performance Objectives	Performance Objectives	Performance Objectives	Performance Objectives
Members will commit to minimum standards for the conduct of character-driven athletics programs as a condition of membership. The association will implement best practices and resources for member institutions' improvement. Member institutions and conferences will work to ensure accountability to agreed-upon standards. Champions of Character will function throughout the NAIA trust-based system as a standard for excellence and the basis for continuing education. NAIA competition will reflect the core tenets of character-driven intercollegiate athletics.	Chief executive officers will assume an active leadership role in governance affairs within each conference. Conference administrators will serve as primary agents in delivery of key services and programs to conference members. Conference commissioners and CEOs of conference members will take the initiative in NAIA membership recruitment and retention. Affiliated conferences and member institutions will assume a leadership role in delivering Champions of Character to student-athletes, coaches and communities.	NAIA members will become advocates for the NAIA. NAIA will gain more exposure through national media. Secondary school administrators and coaches will gain awareness and understanding of the NAIA through Champions of Character programming adapted for younger student-athletes .	A comprehensive financial development plan that supports the advancement of character-driven intercollegiate athletics will be based on the benefits and outcomes for enrolled student-athletes. The association will form sustained relationships with increased numbers of corporate partners that support character-driven intercollegiate athletics.

General Information (continued)

NAIA Governance Structure



General Information (continued)

Awards

Nomination Deadlines

Awards Timeline for Submitting Nominations	Award	Receipt Deadline of Nomination
	Leroy Walker and Coach of Character	June 15 to conference commissioner/ July 15 to National Office
	A. O. Duer Award	June 15 to conference commissioner/ July 15 to National Office
	Emil S. Liston Award	June 15 to conference commissioner/ July 15 to National Office
	Wally Schwartz FAR of the Year	June 15 to conference commissioner/ July 15 to National Office
	Hall of Fame	June 15 to conference commissioner/ July 15 to National Office
	Charles Morris	June 15 to conference commissioner/ July 15 to National Office
Daktronics-NAIA Scholar-Athlete Nomination Deadlines	Sport	Receipt Deadline of Nomination
	Fall Sports	November 1
	Winter Sports	February 15
	Spring Sports	April 20
Scholar Team	All team sports	June 30

Award Nominations (forms and online submission)

Find these resources at NAIA.org "Membership Services Official Forms"

DAKTRONICS-NAIA SCHOLAR-ATHLETE

Criteria:

- Nominee is junior or above in academic standing.
- Nominee has been in attendance at the nominating institution two full academic years as a non-transfer student or a minimum of one full academic year as a transfer student.
- Nominee has a minimum grade point average of 3.50 (on a 4.0 scale) at the time of the nomination deadline (for transfer students the GPA is only at current NAIA institution).
- Nominee has been certified as eligible and is listed on the eligibility certificate submitted to conference eligibility chair.
- Nomination form is complete and submitted through SIDHelp.
- All the above information is to be received by the sport specific deadline to be eligible for national press release/website, certificate and honors database. All criteria must be met by this date.
- NOTE: There are no statistical/playing requirements needed to receive this award.

Daktronics-NAIA Scholar-Athlete nominations will continue to be filled out via the SIDHelp admin website at www.naiasports.org/admin. **You must have an account in order to fill out nomination forms as the forms are no longer available through coaches' manuals. SIDHelp is the only way to nominate student-athletes as a Daktronics-NAIA Scholar-Athlete.** If you don't have an account, please sign up and create your own. Your access will be granted (usually) within 24 hours.

SCHOLAR TEAM

In recognition of academic achievement, the NAIA names a Scholar Team for all sports in which Scholar-Athletes are recognized. Based on a 3.0 season GPA on a 4.0 scale, all members of the team who appear on the eligibility certificate will be included in the GPA compilation.

Download the NAIA Scholar Team Award Form at

http://www.naia.org/ViewArticle.dbml?DB_OEM_ID=27900&ATCLID=205327004.

General Information (continued)

HALL OF FAME

The NAIA maintains a Hall of Fame program recognizing outstanding contributions in all areas and at all levels. The basic aim of the Hall of Fame program is to honor those individuals, who over a period of years have distinguished themselves with service to the NAIA. The Hall of Fame program honors individuals in three categories: Meritorious Service, Coach and Athlete.

Induction into the Hall of Fame is the highest honor bestowed by the NAIA. Specific criteria, nomination forms, and general information are outlined in Appendix A of this manual as well as in the NAC section of the NAIA Official and Policy Handbook.

A.O. DUER SCHOLARSHIP AWARD

Named in honor of the NAIA's former executive secretary that served the association for 26 years, this award has been annually presented since 1967 to a junior student-athlete in any sport who has excelled in scholarship, character and citizenship.

To be eligible, a student-athlete must have an overall grade point average of at least 3.75 (on a 4.00 scale) and be in her/his junior year academically.

EMIL S. LISTON AWARD

Named in honor of the NAIA's first executive secretary and the prime mover behind the men's basketball tournament, this award has been presented annually since 1950 to a junior men's or women's basketball player who has shown high athletic and scholastic achievement.

To be eligible, a student-athlete must have an overall grade point average of at least 3.50 (on a 4.00 scale) and be in her/his junior year academically.

Each award consists of a \$1,000 scholarship presented to the recipient's institution to be used for tuition and approved expenses and an appropriate award is presented to the honoree.

CHARLES MORRIS ADMINISTRATOR OF THE YEAR AWARD

The award was initiated in memory and honor of past Associate Executive Director Charles Morris and is presented annually to recognize a National Administrator of the Year. Each conference and the Association of Independent Institutions may nominate one individual for consideration.

The recipient should exemplify the loyalty and enthusiasm Charles Morris had for the NAIA. Nominees must be active as an administrator at a member institution or in conference/independent committee organizations.

LEROY WALKER SPORTSMANSHIP AWARD

This award was created to honor Dr. LeRoy Walker a former president of the NAIA and President emeritus of the United States Olympic Committee.

The nominee must be a representative of an NAIA institution as a student-athlete. The nominee must be at least a junior academic status at the nominating institution at the time of nomination, and must be "outstanding" in academic achievement (3.0 G.P.A or higher), campus leadership, community leadership, embracing the five core character values of the NAIA Champions of Character initiative, athletic achievement and future ambition.

The recipient will receive a \$1,000 cash award to the institution scholarship fund of recipient's choice. Also, the recipient will receive a specially engraved plaque/revere bowl as a permanent memento of the award.

The recipient will be provided round-trip transportation to the two awards ceremonies. One ceremony is in conjunction with the annual NAIA National Convention and the other at the Citizen through Sports Alliance Awards Banquet.

General Information (continued)

WALLY SCHWARTZ AWARD

The Faculty Athletic Representative Association has initiated this award to honor past Vice-President of Legislative Services, Wally Schwartz. Honorees can be FARs in any phase of the FARA, whether on a college campus or serving the conference/independent administration.

The recipient should exemplify the loyalty, enthusiasm, and honesty that Wally Schwartz had, and still has, shown on behalf of the NAIA. Each conference and the Association of Independent Institutions may nominate one individual for consideration. Registrars are not considered for this award as they have their own association.

ORDERING AWARDS

Official NAIA awards MUST be ordered from:

MTM Recognition, 3501 SE 29th Street, Del City, OK 73115 (800) 324-5995 x 415

Contact: Jessica Baughman, jbaughman@mtmrecognition.com (405)-670-4545

NAIA National Office Staff Awards Liaison – Mindy Pinkerton – mpinkerton@naia.org



FAR Information

Conference Eligibility Chair Roster

As of November 2017

Conference	Eligibility Chair	Phone	Email
American Midwest Conference	Ms. Valerie Beeson	701.845.7194	beesonv@hssu.edu
Appalachian Athletic Conference	Mr. Lewis Buterakos	276.326.4284	eligibilitychair@aacsports.com
Association of Independent Institutions	Mr. Harold Hubbard	606.539.4254	hhubbard.naia@ucumberlands.edu
Association of Independent Institutions	Mr. William Lowe Jr.	540.216.4265	william.lowe@svu.edu
California Pacific Conference	Mrs. Patsy Livingston	619.849.2375	patsylivingston@pointloma.edu
Cascade Collegiate Conference	Mrs. Mickie Bush	503.494.1277	bushm@ohsu.edu
Chicagoland Collegiate Athletic Conference	Mr. Tony Grimm	815.939.5108	tgrimm@olivet.edu
Crossroads League	Mr. Jeff Kaufman	317.955.6348	jkaufman@marian.edu
Frontier Conference	Mrs. Mickie Bush	503.494.1277	bushm@ohsu.edu
Golden State Athletic Conference	Mrs. Patsy Livingston	619.849.2375	patsylivingston@pointloma.edu
Great Plains Athletic Conference	Dr. Byron Noordewier	712.707.7007	dr_no@nwciaowa.edu
Gulf Coast Athletic Conference	Dr. Thomas Howell	816.415.7617	howellt@william.jewell.edu
Heart of America Athletic Conference	Ms. Marsha Lashley	660.831.4115	lashleym@moval.edu
Kansas Collegiate Athletic Conference	Dr. Joyce Pigge	785.227.3380 ext. 8215	piggej@bethanyb.edu
Mid-South Conference	Mr. Tim Curry	270.384.8142	tim.curry@mid-southconference.org
North Star Athletic Association	Mr. Dave Bass	701.845.7194	dace.bass@vcsu.edu
Red River Athletic Conference	Mr. Terry Harris	318.797.5368	Terry.Harris@LSUS.edu
River States Athletic Conference	Mr. Ken Pickerill	859.858.3511 Ext:2258	Ken.pickerill@asbury.edu
Sooner Athletic Conference	Dr. Paul Sadler	806.291.1163	sadlerp@wbu.edu
Southern States Athletic Conference	Mrs. Missy Vaughn	731.571.6445	vaughnm@bethelu.edu
Southern States Athletic Conference	Dr. Ron Melton	912.583.3238	rmelton@bpc.edu
The Sun Conference	Dr. Elfie Farchmin	863.638.2939	farchminel@webber.edu
Wolverine-Hoosier Athletic Conference	Mr. Larry Bos	616.222.1319	lawrence.bos@cornerstone.edu

FAR Information (continued)

National Office Conference Liaisons

As of September 2017

Conference Commissioner	NAIA Office Staff
American Midwest Conference Will Wolper wwolper@amcsportsonline.com	Alan Grosbach
Appalachian Athletic Conference John Sullivan commissioner@aacsports.com	Jamie Adams
Association of Independent Institutions Ted Breidenthal ted@samisports.com	Jamie Adams
California Pacific Conference Don Ott dott@calpacathletics.com	Chesney Sallee
Cascade Collegiate Conference Rob Cashell ccccommish@gmail.com	Chesney Sallee
Chicagoland Collegiate Athletic Conference Jeff Schimmelpfennig ccacjeff@gmail.com	Kevin Dee
Crossroads League Larry DeSimpelare commish@crossroadsleaguel.com	Jamie Adams
Frontier Conference Kent Paulson frontierconference@gmail.com	Brenda White
Golden State Athletic Conference Mike Daniels mdaniels@gsacsports.org	Chesney Sallee
Great Plains Athletic Conference Corey Westra corey.westra@gpacsports.com	Jamie Adams
Gulf Coast Athletic Conference Steve Martin steveb22@msn.com	Kevin Dee
Heart of America Athletic Conference Lori Thomas heartofamerica71@gmail.com	Alan Grosbach
Kansas Collegiate Athletic Conference Scott Crawford scott.crawford@kcacsports.com	Dustin Wilke
Mid-South Conference Eric Ward eric.ward@mid-southconference.org	Dustin Wilke
North Star Athletic Association Cory Anderson ca@playnorthstar.com	Dustin Wilke
Red River Athletic Conference Tony Stigliano tonystig@aol.com	Ellen Ramsey
River States Conference Interim: Joe Glover joglover@indiana.edu	Alan Grosbach
Sooner Athletic Conference Stan Wagnon stan.wagnon@gmail.com	Kevin Dee
Southern States Athletic Conference Mike Hall mhall.ssac@gmail.com	Brenda White
The Sun Conference Mark Pope sunconference@aol.com	Chesney Sallee
Wolverine-Hoosier Athletic Conference Rob Miller rmiller710@yahoo.com	Ellen Ramsey

FAR Information (continued)

Role and Responsibilities

A faculty athletics representative shall:

- a. Be appointed by the chief executive officer of the institution to represent the institution in the development of sound educational policies for athletics;
- b. Be a regular member of the faculty, but not assigned as a coach or athletics administrator;
- c. Be charged with the responsibility of ensuring that all participants in intercollegiate competition are eligible in accordance with the rules and regulations of the Association prior to their representing the institution in any manner;
- d. Meet with the institution's chief executive officer to review NAIA and conference issues regarding academics and athletics;
- e. Participate (either in person or via conference call) in any conference-wide meeting which is set for the purpose of rules education;
- f. Participate (either in person or via conference call) in conference meetings when items on the agenda are pertinent to the faculty member's role as the faculty athletics representative of his/her institution;
- g. Be encouraged to attend the first NAIA National Convention occurring after being appointed faculty athletics representative; and
- h. Work with the athletics director to provide a rules education program in a manner consistent with the best practices approved and published by the Council of Faculty Athletics Representatives. Such a program shall include educating the institutions:
 - 1) Administrators who participate in eligibility certification (e.g. registrar, newly appointed faculty athletics representative or athletics director);
 - 2) Sports coaches;
 - 3) Student-athletes; and
 - 4) Appropriate faculty (including advising centers).
- i. Retain eligibility documentation for a minimum of five academic years. Best practice is to retain for seven academic years

Resources

NAIA.org

NAIA.org is where you can find all NAIA membership information. Legislative Services has a page ([here](#)) where all legislative briefs, rules education materials, legislative forms, and the official policy handbook is posted.

[NAIA Official Policy Handbook](#)

[Legislative Briefs Archive](#): Educational articles that expand on NAIA Bylaws and policies. Articles are published once a week and are followed by a session on Periscope with a member of the Legislative Services staff.

[Rules Education 101s](#): Narrated PowerPoint presentations explaining the basics of eligibility bylaws and other relevant topics.

- a. Terms of Attendance
- b. Seasons of Competition
- c. Freshman Eligibility
- d. 24/36 Hour Rule
- e. Progress Rule
- f. Transfer Rules
- g. Frequency of Play & Scheduling
- h. Amateurism
- i. Financial Assistance
- j. Recruiting
- k. Competitive Experience
- l. Exception to a Standing Rule Process

[Legislative Processes](#): Explanations of exceptions, appeals and other processes facilitated through Legislative Services.

- a. Proposing Legislative Amendments
- b. Requesting an Exception to a Standing Rule
- c. Reporting a Violation
- d. Requesting Amateur Reinstatement
- e. Appealing a Committee's Previous Ruling ("NCC Appeal")
- f. Appealing a Suspension (Stemming from an Ejection)
- g. Requesting a Medical Hardship
- h. Declaring an Inter-Term
- i. Providing Notification of International Competition
- j. Requesting Approval for Competition Against Professional Competitors

[Official Award & Report Forms](#): All forms needed for awards nominations, rules exceptions, eligibility, etc.

[End of Year Reporting Manual](#): Manual detailing the end of year reporting process and submission requirements.

Eligibility Tests: Exams available to test knowledge of eligibility comprehension. These are not required, but are useful resources for understanding one's knowledge of the rules.

- a. [Athletic Director Full Test](#)
- b. [Athletic Director Shortened Test](#)
- c. [Coach Test](#)
- d. [FAR Test](#)

Resources (continued)

NAIAHelp.com

NAIAHelp is the website to visit for access to the following processes and forms:

- a. End of Year Reporting
- b. Eligibility Certification Process (ECP) Software
 1. Tips, tricks, and best practices are located on page 15.
- c. Declaration of Intent Forms
- d. Champions of Character Scorecard
- e. Convention Registration

PlayNAIA.org

Official site of the NAIA Eligibility Center. Registration at PlayNAIA.org is required of all first time NAIA students. An eligible determination must be issued by the Eligibility Center prior to competition for all first time NAIA students.

[NAIA Membership Resources](#): Information to guide school administrators through Eligibility Center processes.



Resources (continued)

ECP Best Practices

The Eligibility Certification Process (ECP) is how each NAIA member institution certifies all student-athletes before competition. On campus staff (AD, FAR, Registrar, and Coach) will review eligibility information for each student-athlete and then send their approval to the conference eligibility chair. The ECP software is located on NAIAHelp.com and more information on the process is located [here](#).

1. Divide and conquer with all who are involved with the certification process. Divide the information gathering part of the process and attack that individually. Then set up a meeting together so multiple parties can confirm information at once, which also helps to ensure accuracy.
2. When submitting a team's roster, clearly marking who is a transfer student will allow the FAR to set up meetings with those students in a timely matter to confirm that section of the student's profile.
3. If a coach is aware a student has competed in any outside competitive experience, the coach should communicate that with their FAR early, and so the FAR can set up a meeting with the student to complete their certification before competition starts.
4. After completing the Transfer Eligibility Statement in the software, save and print the document for the student to sign. Once signed, keep the hard copy for reference. This isn't required, but is a great backup to keep on record and will provide confirmation the student confirmed the information.
5. Certify all athletes for every term, even if they are not competing in that term. This will allow for their records to be updated each term and will help with time management.
6. Add all students' data to the ECP software and certify, even if they are not eligible that term. This will help you keep track of the student's enrollment and eligibility information, and can be useful in helping track what the student needs to do to become eligible.
7. Begin and complete the package well in advance of the date of the first competition. That way, should any of the reviewers have any edits, there is time to make the changes prior to the first competition.
8. Request written confirmation when it comes to intercollegiate seasons charged by other institutions/associations.
9. Having efficient and effective communication with everyone involved will help the progress go smoother.
10. Create a folder within your email called ECP and then create sub folders titled by the sport's name. This will help you find old emails quicker.
11. Starting the certification process early will help with stress levels going into the first contest.

Resources (continued)

Tips & Tricks for ECP User

1. Limit who has permission into the ECP Software. The less people who can edit will help ensure all information entered stays the way it was originally entered.
2. Always check to make sure you are in the most current term when inputting information.
3. When adding new students to the software, don't wait until all information is in. Add in as much information as you can and then put the student's profile "On Hold" until you receive the missing information or documents.
4. Never delete a student's profile. This will include students who have either transferred out or have graduated.
5. Always compare your information with what the Eligibility Center determined. If different, double check your work and ask questions.
6. Double check the Certificate of Clearance with the team's official roster to make sure all students have signed it.
7. Take action as soon as you receive the initial submission email. Waiting may cause the package to expire.
8. Once you receive the submission email, always double check the information before accepting or denying.
9. If you deny a submission package, be as detailed in your reasoning as possible.
10. Be detailed in comments that are inputted on a student's profile.
11. Always ask questions for clarification.
12. Have the ECP manual near you at all times when working in the system.